



Administrative Assistant/BOA Recording Secretary

The Tulsa Planning Office at INCOG is seeking qualified applicants for an Administrative Assistant in the Current Planning Division. The Administrative Assistant will be primarily responsible for preparing and distributing agendas and minutes for meetings, creating, and distributing required notices for meetings, maintaining complex documents and data files, and performing secretarial tasks for City of Tulsa and Tulsa County Boards of Adjustment.

Qualified candidates will possess a High School diploma, with some professional training preferred, and at least four years of relevant experience. Must be proficient in Microsoft Office and Adobe Acrobat and have excellent written and oral communication skills. Must be highly organized, detail-oriented, and able to manage and ensure accuracy in large amounts of data.

INCOG provides a comprehensive benefits package including retirement, medical and dental plans. Annual salary range starting at \$36,908. Please submit a resume detailing employment history, experience, education to: Personnel Director, INCOG, 2 West 2nd St., Suite 800, Tulsa, OK 74103 or email: resumes@incoq.org